

## **MINUTES**

### **INFORMATION TECHNOLOGY PROJECT REVIEW COMMITTEE VIRGINIA INFORMATION TECHNOLOGY INVESTMENT BOARD**

**February 4, 2004  
Richmond, Virginia**

**MEMBERS PRESENT:** James F. McGuirk, II, Chairman  
Len Pomata

**MEMBERS ABSENT:** Chris Caine  
John C. Lee, IV

**OTHERS PRESENT:** Lem Stewart, Chief Information Officer  
Cheryl Clark, Deputy Chief Information Officer  
Jerry Simonoff, VITA Strategic Management Services Director  
Dan Ziomek, VITA Project Management Division  
Jo Jo Martin, VITA Project Management Division  
Paul Lubic, VITA Policy, Practice & Architecture Division  
Chris Saneda, VITA Customer Support Services Director  
John Westrick, Office of the Attorney General  
(See Attached Attendance Log)

#### **Call to Order & Roll Call**

Chairman McGuirk called the Information Technology Project Review Committee meeting to order at 10:01 a.m. Following roll call of the members, it was acknowledged that with two of the members absent a quorum could not be established. Chairman McGuirk advised that due to the lack of a quorum, no votes or actions would be taken and that the meeting would be considered as an informational meeting only. He further advised, however, that actions could be proposed to the full IT Investment Board by an individual member, but not from the Committee.

#### **Approval of Minutes**

Due to the lack of a quorum, call for approval of the minutes from the January 7, 2004, meeting was deferred until the Committee's March meeting.

#### **Committee Administration and Staff Support**

Mr. Dan Ziomek, manager of the Project Management Division (PMD), discussed the status of several staff action items directed by the Committee at their January meeting. In addition, he presented an example of an approval letter that would be sent to State agencies from the CIO notifying them of the approval status of their Information Technology Strategic Plans. Mr.

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Ziomek explained the Collaboration Opportunity Report that would be forwarded to agencies, along with their approval status, to encourage collaboration between agencies on certain projects where feasible. Discussion followed on the process and criteria for Agency IT Strategic Plan approval.

Mr. Ziomek reported that development had begun on a Project Management Standard and that the draft standard should be completed within 60 to 90 days.

**Virginia State University – Re-engineer Core Business Processes Project**

Ms. Jo Jo Martin, a member of the Project Management Division staff, briefed Committee members on the CIO recommendation for the Re-engineer Core Business Processes Project proposed by Virginia State University. The proposed project would replace the current VSU administrative application systems with Banner enterprise resource planning software. As a component of the software implementation, VSU's core administrative business processes would be re-engineered. The estimated total project cost is \$5,779,476. The project will be funded with University funds approved by the VSU Board of Visitors.

Ms. Martin then introduced Ed Mazur, Vice President of Finance and Administration of VSU, and Don McKinney, the Project Manager, and advised they were prepared to answer any questions concerning the project. Discussion followed concerning the Committee's desire to encourage universities to seek more opportunities for collaboration and standardization.

***STAFF ACTION: Upon the suggestion of Mr. Simonoff, Committee members agreed to invite Joy Hughes of George Mason University, and other higher education representatives, to a future meeting to discuss a recent report—Virginia Higher Education IT Collaborations.***

**VITA – Virginia Secure Network Project (VITANet)**

Ms. Martin then briefed Committee members on the CIO recommendation for the Virginia Secure Network Project proposed by the Virginia Information Technologies Agency.

The purpose of the VITANet project is to implement a standard, secure network environment, which can be managed centrally to ensure stability, reliability, and security for all in-scope agencies. VITANet will provide a common network infrastructure in the VITA Operations Center with connectivity to the networks of VITA in-scope agencies and customers. The total estimated project cost is \$2,689,000 and will be funded in fiscal year 2004 with Internal Service Funds and appropriated General Funds. Fiscal year 2005 will be funded strictly with Internal Service Funds.

Ms. Martin then introduced Bob Davidson, director of VITA Telecommunications and Network Services, and Edgar Ausberry, Project Manager for VITANet, and advised they were available to

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answer any questions concerning the project. Discussion followed on possible cost savings and cost avoidance issues.

***STAFF ACTION: Committee members requested Mr. Davidson to develop a performance baseline that addresses cost reductions resulting from the transfer of agency network traffic and a schedule baseline that incorporates the VITA on-boarding schedule and the achievement of the associated network cost reductions.***

**Commonwealth Technology Management Policy**

Ms. Judy Marchand, a member of the Project Management Division staff, presented background information on the original Commonwealth Technology Management (CTM) Policy issued in 2002 and briefed Committee members on the recent draft revision of the policy. The CTM Policy establishes a comprehensive and uniform policy for the management of technology investments in the Commonwealth.

Ms. Marchand advised that most of the comments received from State agencies were administrative or clarifying in nature and could be addressed by the Project Management Division staff. She further advised that nine higher education policy issues have been raised and PMD staff is recommending that release of the policy not be held up at this time, but that they be addressed at a later date following a meeting with higher education representatives.

Ms. Marchand then presented the PMD staff recommendations to the three general policy direction issues that had been raised. Discussion followed. Committee members present agreed that the issue relating to the definition of a major project should be referred to the Board's Legal and Legislative Committee; that defining an IT project as mission critical should remain at the agency level; and that post-implementation reviews would remain mandatory.

Ms. Marchand advised that the PMD would proceed with the revision to the Commonwealth Technology Management Policy as discussed, and that the Committee would be asked to approve the Policy at their March meeting and to request final Board approval at their March meeting.

***STAFF ACTION: The revised Policy will be submitted to the Committee and the Board for review prior to the March meetings. The issue of redefining a major project will be referred to the ITIB Legal and Legislative Committee.***

**Commonwealth Enterprise Architecture**

Mr. Paul Lubic, manager of the Policy, Practice, and Architecture Division, briefed Committee members on a report on staffing approaches to completing the Commonwealth's Enterprise Architecture (EA). Mr. Lubic presented a listing of EA priorities and discussed planned actions

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to complete the priority activities. Discussion followed concerning when additional staff would be transitioned to Policy, Practice, and Architecture.

Mr. Lubic advised that some review comments had been received on the Platform Architecture Report, presented at the Committee's January meeting. The report would be revised and presented to the Committee at their March meeting for approval and recommendation to the IT Investment Board.

**Status of Board of Accountancy Transition to VITA**

Mr. Chris Saneda, Director of VITA Customer Support Services, advised Committee members of the progress made with the Board of Accountancy since the Committee's January meeting. Mr. Saneda reminded members that the Board of Accountancy was the only small agency that did not transition to VITA by the December 31 deadline. The IT Investment Board at their January meeting had requested that the Board of Accountancy provide them with a plan that would bring them into compliance as soon as possible.

Mr. Saneda then reported on his recent meeting with the Board of Accountancy to discuss their transition issues. He advised that the Board of Accountancy had been given an Executive Summary document that was agency specific and specifically addressed their concerns. Contingent upon that Board's approval of the Executive Summary, it is expected that the Board of Accountancy could be in compliance by March 1.

Chairman McGuirk commended the Board of Accountancy for their response and applauded their projected goal of March 1 for the transition.

**Commonwealth Portfolio and Dashboard**

Chairman McGuirk advised that because of time constraints, the presentations on the Commonwealth Portfolio and Dashboard would be deferred until the Committee's March meeting.

**Public Comment**

Chairman McGuirk opened the floor to public comment. There was none.

**Adjournment**

The meeting was adjourned at 12:15 p.m.

***Minutes approved by the IT Project Review Committee on March 3, 2004.***

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ATTENDANCE LOG

<u>Name</u>	<u>Affiliation</u>
Leslie Carter	Virginia Information Technologies Agency
Linda Hening	Virginia Information Technologies Agency
Sally Love	Virginia Information Technologies Agency
Judy Marchand	Virginia Information Technologies Agency
George Williams	Virginia Information Technologies Agency
Constance Scott	Virginia Information Technologies Agency
Diane Wresinski	Virginia Information Technologies Agency
Bernie Hill	Virginia Information Technologies Agency /VDOT
Mike Sandridge	Virginia Information Technologies Agency
Patty Samuels	Virginia Information Technologies Agency
Bob Davidson	Virginia Information Technologies Agency
Ric Anderson	Virginia Information Technologies Agency
Edgar Ausberry	Virginia Information Technologies Agency
Debbie Dodson	Virginia Information Technologies Agency
Roz Witherspoon	Virginia Information Technologies Agency
Ed Mazur	Virginia State University
Don McKinney	Virginia State University
Debbie Anderson	Department of Social Services
Todd Kissam	Department of Social Services
Lyn Kelly	ProSight
C. W. Laugerbaum	Ventori Tech
Cathy Stark	EDS
Fred Norman	CVC
Bill Casey	Unisys
Tracy Baynard	McGuireWoods Consulting
Danny Berrier	SUN Microsystems
Jason Powell	JLARC
Petrina Jones	Vectre Corporation
Tracy Surratt	APA
Blake Bialkowski	APA
C. Mitchell	MCI
K. Lyons	MCI
Erin Fitzgerald	AMS
Ben Lewis	AMS
Rick Gow	Citrix